

Passports on the Move

Erie County Clerk Chris Jacobs is offering the "Passports on the Move" program for groups of 10 or more. This on-site Passport processing offers convenience and benefits everyone wanting to obtain this important travel document.

What the Applicant will Need:

Applicants can download the Passport Application at our website at www.erie.gov/clerk or the applications can be mailed to you.

Identification Requirements:

1) Original or CERTIFIED copy of U.S. Birth Certificate, Naturalization Certificate, or previous U.S. Passport.

PLUS:

2) ONE OF THESE PRIMARY I.D.'s. Current New York State Driver's License or non-driver I.D., Pilots License, State or Federal work I.D. card, Current Student Identification card (School or College) Military or Dependent I.D., Passport, Naturalization Certificate, Certificate of Citizenship or I.N.S. Alien Registration Card. (Green Card)

3) Two identical 2"X2" color Passport photos, unless arrangements have been made for the Clerk's staff to take the pictures. These are \$10.00 and can be paid either in cash or a \$10.00 check or money order made out to "Erie County Clerk".

4) Fees: For Passport Book: \$110 check or money order made out to "Department of State."

For Passport Book Under Age 16: \$80 check or money order made out to "Department of State."

For Passport Card: \$30.00 check or money order made out to "Department of State."

For Passport Card Under Age 16: \$15.00 check or money order made out to "Department of State."

For both Passport Book and Card: \$140.00 check or money order made out to "Department of State."

For both Passport Book and Card Under Age 16: \$85.00 check or money order made out to "Department of State."

Plus \$25.00 cash, check or money order made out to "Erie County Clerk" for execution fee.

(If you have more than one person in a family applying, the County Clerk fees can be combined in a single check. The Department of State requires separate checks for all applicants.)

What We will need to process the applications:

Access to an off-white wall to take Passport Photos. Standard electrical outlet. Copy machine. (The copy machine is to make copies of the front and back of the applicants Primary I.D.'s- generally the driver's license, and to make a copy of the birth record as the original is sent to Boston for processing. We have found that if the applicant has already made these copies in advance, it speeds the process up dramatically.)

**Interested Groups Should Contact Michael Cecchini at 858-7754
or at michael.cecchini@erie.gov**